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Security Information

CENTRAL INTELLIGENCE AGENCY  
WASHINGTON, D. C.

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21 October 1952

MEMORANDUM FOR: Members of Production Staff, SI

SUBJECT : Organization and Functions

1. Effective this date Production Staff will be organized as follows:

Office of the Chief

Mr. John B. Routh, Chief  
[ ] Deputy Chief

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Plans and Control Staff

[ ] Acting Chief

25X1

Plans Section

[ ] (will report about 3 November 1952)

25X1

SEC Secretariat

[ ]

25X1

Control Section

[ ]

25X1

Estimates Staff

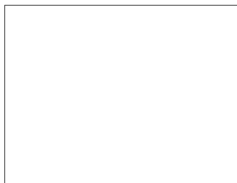
[ ] Acting Chief  
will report about 5 January 1953)

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Publications and Review Staff



Chief

25X1

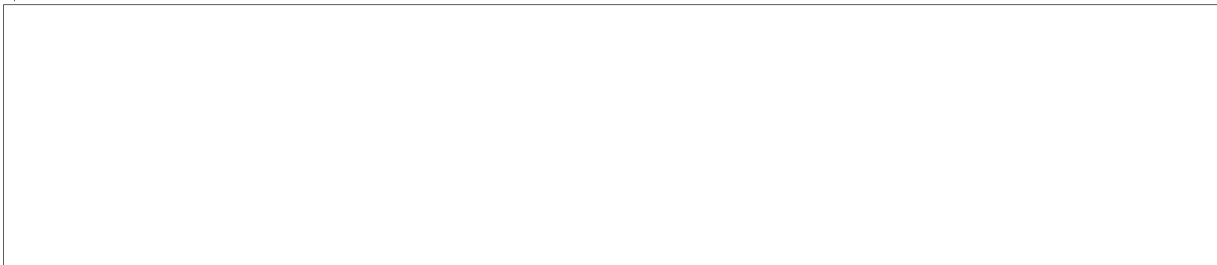
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Current Support Staff



Acting Chief

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4. The purpose of establishing a Plans and Control Staff is: to provide the necessary emphasis on planning, programming, and management of research and production; and also to provide a focal point in Production Staff for handling "action papers." This will permit the other staffs to concentrate on substantive aspects of Production Staff's responsibilities. In addition to preparing the necessary staff papers for SEC, the SEC secretariat will be responsible for the administration of the NIS program.

5. In general, Estimates Staff will concentrate on support for O/NE, including the preparation of O/SI contributions to national estimates, and on the integration for the SEC of contributions from other IAC agencies.

6. Publications and Review Staff will concentrate on the review of all O/SI production with the exception of that handled by the Estimates and Current Support Staffs.

7. [redacted] is scheduled for reassignment to the Scientific Resources Division on or about 1 December 1952. In the interim he will remain responsible for the management of the NIS program and will indoctrinate [redacted] in this field. He will also assist the Publications and Review Staff in editing and reviewing NIS drafts.

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8. Staff chiefs will receive instructions in the near future with respect to preparation of detailed statements of the functions of their Staffs.

9. Room assignments to conform to the above organization will be announced in the next few days.

[Redacted Signature]

JOHN B. ROUTH .

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